FreshPoint Dallas
Paid Vacation Program Summary

PURPOSE

FreshPoint Dallas believes that having time away from work is important to the health and well-being of associates. This benefit program summary describes the expectations for the granting and use of vacation to provide associates time away from work with pay.

SCOPE

This program and the related administrative provisions are effective as of January 1, 2020 and apply to all non-union associates working for FreshPoint Dallas.

OVERVIEW

Because FreshPoint Dallas encourages associates to take time away from work to help them balance work and personal interests, associates receive a specified number of paid vacation days each year. Vacation must be approved by an associate's supervisor prior to being used.

ELIGIBILITY

Associates who regularly work full-time or part-time (regularly scheduled to work less than 30 hours per week) are eligible to receive paid vacation time. The amount of vacation time an associate is granted is based on the associate's length of service with the Company. New associates become eligible to begin receiving vacation grants on the 1st of the month following or coinciding with 60 days of employment. Temporary workers or contractors are not eligible for paid vacation time.

REQUESTING VACATION TIME

Each associate should plan and submit requests to use vacation time as early as possible prior to the desired vacation date(s). Vacation time must be scheduled and approved by the associate's supervisor in advance to enable the company to effectively plan for the necessary redistribution of work, adjust the work schedules of other associates, and to minimize any interruption to serving our customers.

FreshPoint Dallas reserves the right to refuse requests for vacation if insufficient notice is provided or if the associate's absence during the time requested would significantly disrupt business operations.

PAID VACATION TIME GRANT SCHEDULE:

Associates will be granted vacation based on the following schedules:

Years of Service	Full-time Associates		
	Vacation Days per Year	Vacation Hours per Year	Monthly Grant Rate (Hours/Month)
0 through 6 years	10	80	6.67
7 through 11 Years	15	120	10.00
12 through 24 Years	20	160	13.33
25 or More Years	25	200	16.67

Years of Service	Part-time Associates		
	Vacation Days per Year	Vacation Hours per Year	Monthly Grant Rate (Hours/Month)
0 through 6 years	5	40	3.33
7 through 11 Years	7.5	60	5.00
12 through 24 Years	10	80	6.67
25 or More Years	12.5	100	8.33

* Associates will begin receiving the vacation amount associated with the next Years of Service tier on the 1st of the month following the anniversary that renders them eligible for the increased amount. For example, if an associate's 6-year anniversary falls on June 15, 2020, then the associate will start receiving the higher monthly grant amount on July 1, 2020.

Note: Associates who receive a different vacation grant under an old grandfathered policy will continue to receive the grandfathered vacation benefit.

COMPANY HOLIDAYS AND OVERTIME COORDINATION

If a company holiday occurs during an associate's vacation, that day will be counted as a paid holiday and not a vacation day. Vacation time is not considered hours worked for purposes of

calculating overtime if the vacation time is used during a week that also includes regular paid work hours.

BORROWING VACATION

Associates can use any portion of their annual vacation allowance before it has been granted, as long as the total requested days do not exceed the associate's total annual vacation allowance, the vacation request has been approved by the associate's supervisor, and the associate has executed the appropriate repayment authorization, as applicable.

CARRYOVER

FreshPoint Dallas strongly supports associates utilizing all vacation days granted to them each year to achieve the purpose this benefit serves. As such, the annual vacation grant must be used in the calendar year in which it is granted and may not be carried over into the next calendar year, except where required by state law.

REHIRES

Prior years of service will not be honored for purposes of this benefit if an associate is rehired after having left the company. The rehired associate will begin receiving vacation grants as a new hire on the 1st of the month following 60 days of service in their new employment period.

TRANSFERS

If an associate is hired by another Sysco company, all granted but unused vacation will transfer with the associate to the new Sysco company and will not be forfeited, where permitted by local law. No waiting period will be enforced at the new Sysco company, and the associate will continue to receive a monthly grant at the rate specified by the vacation or other paid time-off program in effect at the new company. Where required by state law, any granted but unused vacation will be paid out to associates who separate from one Sysco company and are hired by another.

VACATION GRANTS WHILE ON LEAVE OF ABSENCE

Associates will continue to receive vacation grants at the regularly scheduled intervals while out on an approved leave of absence.

PAYOUT AT TERMINATION

Upon termination, only vacation that has been granted and is unused is eligible for payment. In the event an associate leaves Sysco during the year:

- They will be paid for the vacation time that has been granted but not used, or

- Their final paycheck will be reduced by any negative vacation balance (i.e., vacation time they were allowed to use before it was granted) where local law allows and an authorization has been executed, where applicable.

LOCAL POLICIES AND PROCEDURES

FreshPoint Dallas operates in many states, and it is the Company's intention to comply with all applicable legal requirements. Accordingly, if a provision of these guidelines conflicts with applicable local legal requirements, FreshPoint Dallas may adopt regional or state-specific policies on this subject and will abide by all legal requirements.

PROGRAM ADMINISTRATION

Please direct questions about this program to your HR Business Partner.

This Sysco benefit program is subject to change from time to time. Any changes to the program or this summary document require approval by Sysco Legal and Sysco Total Rewards.